Rapid Inventory Development Pilot
Kick-Off Meeting, November 3, 2004
Meeting Minutes

Agenda items:

1. Introduction of MACTEC:
   Dan Derby
   Clint Tillerson
   Robert Wagoner
   Lyn Harwell

   Contact information will be placed on the web site.

2. Review timeline for project
   Item 10 is added to assess success of the pilot – 1/2006

3. Review list of participants

Definite	Tentative	Definitely Not
MI	MA	MS
OR (Lane County)	VA	IA
MD	PA	ID
OH	WV	
SC	AL	
MO	OR (State)	
NC		

   Oregon asked to be moved from the definite to tentative column.

4. Review questionnaire
   The questionnaire will be used during the individual interviews which MACTEC will be conducting during the remainder of this month. The questionnaire includes questions on the type of IT equipment you have so we would advise that your IT person also be included in on the interview.

5. RID Website
   We have developed a website for this pilot. Contact information, timeline and minutes from meetings will be posted to this site. The site is located at www.epa.gov/ttn/chief/net/rid.html. We have sent a listserv message to the inventory community so that they may follow our progress during this pilot.

6. Monthly Status Meetings
   Monthly status meetings will be held the first Wednesday of each month at 3:00 pm (Eastern). Reminders will be sent to participants. Regional office contacts will be asked if they would also like to participate in these calls.

7. Questions and Answers

Will submission of inventory for this pilot satisfy the CERR requirement for Category A facilities?

> *Submission will satisfy your CERR requirement.*

Some state systems collect information from all facilities, even below threshold. Does commit mean **all** data?

> *Data received from this pilot will not be published or used. Therefore, we will not be looking at the data other than to make sure it meets the format and content QC.*

Will an emission calculator be integrated into the tool?

> *There will be a basic emission calculator (i.e. activity data x emission factor) but not much more. We <u>are not</u> building a Federal reporting tool. For those participants who currently do not have a system, this tool is a beginning that they can use to build on. For participants who do have a system, we ask that you use your system. This pilot is a cradle-to-grave test as to the capacity of your system, whether it clears CDX QC, and how quickly EPA can produce the final.*

Will training be given to facilities?

> *Formal training will not be given. The tool will have a HELP and a hotline desk will be available for questions. We will also ask facilities to complete a web comment form.*